



UWI

IGDS

**INSTITUTE FOR GENDER &
DEVELOPMENT STUDIES**

**MONA CAMPUS UNIT
JAMAICA**

UNDERGRADUATE HANDBOOK
2014-2015

DISCLAIMER

The Institute for Gender and Development Studies Undergraduate Handbook is provided for the convenience of current and prospective students and staff. It sets out the Institute's regulations governing the programmes offered; policies and guidelines; description of programmes and courses offered on the Mona Campus.

It is not intended to replace other University reference documents but instead, will be used in conjunction with them. Students must check the Institute's website and the Institute at the start of each semester and during the course of the academic year for updates as well as corrections of any errors or omissions that have come to light subsequent to the finalization of the IGDS Handbook.

PURPOSE OF THE IGDS 2014-2015 UNDERGRADUATE HANDBOOK

The IGDS Undergraduate Handbook is intended for use by (i) prospective students, (ii) new and continuing students, and (iii) staff. It may be used as a prospectus, an orientation guide, and a reference handbook for the groups mentioned above. It is intended to serve as a general source for the Institute's regulations and programme information. The regulations, however, are to be used as a supplement rather than a substitute for the official sources of University's policies and procedures.

The programme of study requirements outlined in this Handbook is to be followed strictly by (i) newly-admitted students, i.e., students accepted to the Institute during the 2014-2015 academic year, (ii) students who transferred into the Institute during the 2014-2015 academic year, and (iii) students approved for a change of Major/Minor during the 2014-2015 academic year.

Students should note that the Institute continuously provides up-to-date information on the programme of study and events, as well as other student enrichment resources that were not included in this publication. We invite you to view our online resources or visit the Institute's Office to access the information.

TABLE OF CONTENTS

| | |
|--|---|
| Disclaimer..... | 1 |
| Purpose of the IGDS 2014-2015 Undergraduate Handbook | 2 |

Part I – Introduction to the Institute

| | |
|---|----|
| Message from the University Director..... | 6 |
| Message from the Head..... | 7 |
| Overview of the Institute for Gender and Development Studies..... | 9 |
| Potted History..... | 11 |
| Meet Our Staff | 13 |
| Registry Personnel..... | 14 |

Part II – Information for Prospective Students

| | |
|--|----|
| Make UWI Your Place to Shine..... | 16 |
| General and Institute Admissions Requirements..... | 16 |
| English Language Requirement | 17 |
| BSc. Degree Programme..... | 17 |
| Suggested Career Opportunities..... | 18 |
| Typical First Year Curriculum | 19 |

Part III – Degree Regulations

| | |
|--|----|
| Programme Regulations | 21 |
| Terms Used | 21 |
| Orientation and Academic Advising | 22 |
| Programme of Study..... | 22 |
| Course Credits and Weighting | 23 |
| Foundation Courses | 24 |
| Exchange Programme..... | 24 |
| Registration | 25 |
| Regulations for Full-time and Part-time Enrolment | 25 |
| Rate of Progress and Requirement to Withdraw | 26 |
| Transfers and Change of Programme | 27 |
| Leave of Absence and Deferral of Entry | 28 |
| GPA Regulations..... | 29 |
| Examination Regulation..... | 33 |
| Coursework | 34 |
| Oral Examinations for Final-Year Student | 35 |
| Examinations Only Regulations | 36 |
| Absence from an Examination | 36 |
| Plagiarism and Academic Integrity | 36 |
| Aegrotat Degree | 37 |
| Summer School Regulations..... | 38 |
| Who can Register..... | 38 |
| Course Selection and Registration for Specially Admitted | |

| | |
|--|----|
| Students/ Non UWI Students..... | 39 |
| Course Selection and Registration of UWI Students..... | 39 |
| Examinations and Course Load | 39 |
| Withdrawal..... | 40 |
| Academic Integrity..... | 40 |
| Attendance..... | 40 |
| Payment of Fees | 40 |
| Restrictions on Summer School Offerings..... | 40 |
| Application for Withdrawal and Refund..... | 40 |

Part IV – Programme Requirements

| | |
|---|----|
| Major in Gender and Development | 42 |
| Minor in Gender and Development Studies | 44 |
| Course Description | 45 |

Part V – Awards, Honours, and Society

| | |
|-----------------------|----|
| Institute Prize..... | 49 |
| IGDS Honour Roll..... | 49 |
| Gender Society | 50 |

Part VI – Codes of Conduct and Responsibilities

| | |
|---|----|
| Responsibilities of IGDS Students | 52 |
| Code of Conduct and Guidelines for Instructional Sessions | 53 |
| IGDS Course Representatives Role and Responsibilities | 55 |

Part VII – Appendices

| | |
|---|----|
| Academic Calendar 2014-2015..... | 57 |
| Frequently Asked Questions | 58 |
| How to Calculate Your Grade Point Average (GPA) | 62 |
| Undergraduate Coursework Accountability Statement | 63 |
| Emergency Contact Information | 65 |

PART I

INTRODUCTION TO THE INSTITUTE

-  MESSAGE FROM THE UNIVERSITY DIRECTOR
-  MESSAGE FROM THE HEAD
-  OVERVIEW OF THE INSTITUTE FOR GENDER AND DEVELOPMENT STUDIES (IGDS)
-  POTTED HISTORY
-  MEET OUR STAFF
-  REGISTRY PERSONNEL

MESSAGE FROM THE UNIVERSITY DIRECTOR



Dear Students!

Welcome to the Institute for Gender and Development Studies (IGDS), a multi- and interdisciplinary Institute of the University of the West Indies with Units on all of our campuses. I am pleased that you have decided to read for your degree in Gender & Development at the Mona Campus Unit (MCU) of the IGDS, thereby joining a growing cadre of persons in the Caribbean being trained as gender practitioners and advocates committed to social justice and the promotion of gender-responsive human relations and development.

Deliberately designed outside of the Faculty structure - a decision which has served us in good stead and allowed us to capitalize on the richness and the unique academic rigour afforded by an inter- and multi-disciplinary perspective - over the last 20 years, the IGDS has addressed and continue to shed light on a multiplicity of issues and social concerns and the ways in which gender inequalities keep women and other vulnerable groups subordinated and denied the opportunity of realizing their true potential to contribute to advancing not just their rights but the rights of all of humanity.

You have entered the IGDS at a very important period. The academic year 2014/2015 will continue our celebration of a major milestone in the history of the Institute - the 20th anniversary of the critical and ground-breaking decision of the University of the West Indies to facilitate the transition from the *Women and Development Studies Project* (WDS) to the establishment of a *Centre for Gender & Development Studies* (now the autonomous *Institute for Gender & Development Studies*), led by a Regional Coordinating Unit.

I hope that you will make use of the expertise in the MCU and over at my office if needed, to study your courses and programme offerings very diligently in order to play your part in advancing understandings of gender equality, equity and social justice and guiding the discourse on gender and development throughout the region.

Once again, welcome to the IGDS and enjoy your time with us!

Professor Verene A. Shepherd
University Director

MESSAGE FROM THE HEAD



Welcome to the Institute for Gender and Development Studies, Mona Unit as we jointly celebrate our 20th anniversary with colleagues in the Regional Coordinating Unit, (UWI Regional Headquarters), the IGDS Nita Barrow Unit (Barbados) and the IGDS St Augustine campus (Trinidad and Tobago). Our programme of teaching, research and outreach/public service is guided by our vision and mission statement which focus on promoting gender equality.

The BSc (Gender and Development) prepares students to become ‘ideal UWI graduates’: women and men who are equipped for leadership with critical thinking and gender analysis skills, which are in demand globally. The programme also facilitates networking with local, regional and international institutions that are potential partners and employers.

Advantages of being part of the IGDS family include opportunities for internships, mentorship, research, public service and publishing as we seek to change attitudes, behaviours, policies and practices in order to promote gender equality and development.

Incentives to encourage and celebrate students’ academic excellence, include: the annual *Dorian Powell Prize* as well as a newly established *IGDS Honour Roll* which will be publicly displayed in the Reception area of our office and new classroom, which are located in the Alister McIntyre Building, near to the Mona School of Business and Management. Our students are also recommended for UWI Student Leadership Awards for high performance in academics, leadership, sports and public service. The annual event is organised by the Office of Student Services and Development.

Our student-friendly staff members enhance teaching and learning by assisting students with: registration; referrals for academic, health and financial counselling. We promote career development by organising Internships, facilitating participation in conferences and outreach programmes such as public lectures, book launches, and career expos. UWI students in other degree programmes can complete a Minor (five level 2 and level 3 courses) as well as use gender courses as free electives. BSc graduates are encouraged to join the IGDS Alumni Association which is being formed to facilitate professional

networking, and public education to promote gender equality and development.
Have a great year!

Leith Dunn

OVERVIEW OF THE INSTITUTE FOR GENDER AND DEVELOPMENT STUDIES

The Institute for Gender and Development Studies (IGDS) is an interdisciplinary and multidisciplinary programme of the UWI, formally established in 1993 as the Centre for Gender and Development Studies (CGDS). It emerged from the Women and Development Studies Group which included pioneers such as the late Dr Lucille Mathurin Mair who was the first Coordinator. The programme was institutionalized in 1993, with the support of a project of Cooperation in Teaching and Research in Women and Development Studies (WDS) between the University of the West Indies and the Institute of Social Studies at The Hague, in the Netherlands.

The Institute is an independent Centre in the University. The IGDS offers a range of dynamic multidisciplinary programmes covering teaching, research and outreach/advocacy. It investigates and analyses how the material and ideological relations of gender affect the development of Caribbean women and men, and is engaged in policy and social research to identify and address institutionalized gender inequalities. It is also involved in public education and advocacy to transform these relations and to create a more just and equitable society. The IGDS consists of a Regional Coordinating Unit (RCU), located on the University's Mona Campus and three (3) Campus Units: IGDS Mona Unit (Jamaica), the Nita Barrow Unit (Cave Hill, Barbados) and IGDS St. Augustine (Trinidad and Tobago).

MISSION

To produce and disseminate knowledge, to transform gender relations in the Caribbean in support of the UWI's mission to enhance regional and international development.

VISION

All UWI Graduates are committed to social justice and the promotion of gender-responsive human relations and development.

STRATEGY

The IGDS will achieve its mission and vision by producing and delivering interdisciplinary and multidisciplinary programmes that are characterized by excellence in:

- **Teaching** guided by feminist theories and gender and development perspectives, principles and practices.

- **Research and publications** that investigate societal issues and challenges from a gender perspective.
- **Public service, outreach** and activism that transform gender relations and promote social justice.
- **Building partnerships** and mobilizing resources to facilitate the above.

POTTED HISTORY

- 1975-1985** **UN Decade of Women** – Advocated the promotion of equal rights and opportunities for women around the world.
- 1986** The Government of the Netherlands (GON) signed an agreement with the University of the West Indies to support Two Phase Project of Cooperation in Teaching, Research and Outreach in Women and Development Studies. Three interdisciplinary seminars were held.
- 1978** **Women and Development Unit (WAND)** established in Barbados as an arm of the Extra Mural Development to build consciousness, capacity and cohesion and to link academics and activists on issues related to women in rural development.
- 1979-1982** **Women in the Caribbean Project (WICP)** developed, meeting of regional educators by WAND recommended establishment of multi-disciplinary teaching programme at the UWI within a five-year period.
- 1982** Position paper on the introduction of a Programmes of Women and Development Studies at the University of the West Indies is prepared by Professor Rhoda Reddock and presented to a regional meeting in March 1982
- Women and Development Studies (WDS)** groups formed on the three UWI campuses comprised of women and men at UWI to: increase knowledge of gender issues in the Caribbean; prepare an integrated, interdisciplinary programme of Women/Gender and Development Studies and link teaching, research and outreach. This was achieved through the staging of a series of three interdisciplinary and seven disciplinary seminars between 1986 and 1994.
- 1993** Under the terms of the UWI/IOP/ISS Project contract, the establishment of a Centre was required as one of the outcomes.

This led to the establishment, outside of the faculty structure of the interdisciplinary Centre for Gender and Development.

2003

The Centre for Gender and Development Studies celebrated a decade of institutionalization within the University of the West Indies structure. The theme for the UWI Mona Academic Conference was: Gender in the 21st Century held to mark the 10th anniversary of the establishment of Gender and Development Studies at the UWI.

2008

The Center for Gender and Development Studies celebrated 15 years of institutionalization within UWI structure.

15th Anniversary Conference honor Professor Elsa Leo Rhynie was convened from November 10-11 on the Mona Campus: Gender Perspective in Education, Caribbean Impact, and Global Reach.

2009

The Institute celebrated its 15th anniversary. To mark the occasion, the Institute convened the Elsa Leo-Rhynie Symposium which honored the contribution of Professor Leo-Rhynie who served as the first Regional Coordinator of the IGDS from 1992- 1996.

2008-2009

The University of the West Indies Council gave approval to upgrade the status of CGDS for Centre to Institute and grant its own undergraduate and postgraduate degrees

2013

The CGDS celebrated two decade of institutionalization within the University of the West Indies structure.

20th Anniversary Conference in honour of Professor Barbara Bailey is convened from November 6-8, 2013 on St. Augustine Campus under the theme: Continuities, Challenges and transformation in Caribbean Gender Relations.

MEET OUR STAFF

Tel: (876) 977-7365 | 935-8644 | 970-6008 | Fax: (876) 977-9053

Email: igdsmona@uwimona.edu.jm

Website: <http://www.mona.uwi.edu/IGDS/>

Facebook: Institute for Gender and Development Studies, Mona Unit

OPENING HOURS

Regular Semester

Monday – Friday: 8:30am – 4:30pm

Summer School

Monday – Thursday: 8:30am – 7:00pm

Friday: 8:30am – 4:30pm

| | |
|------------------------------------|---|
| Senior Lecturer/Head | Dr. Leith Dunn BA (Hons) UWI, MSc UWI, PhD London School of Economics & Political Science leith.dunn@uwimona.edu.jm |
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REGISTRY PERSONNEL

Office of Admissions

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Email: admissions@uwimona.edu.jm

Senior Assistant Registrar Mrs. Marsha Morgan-Allen

Student Records Unit

Tel: (876) 970-4472

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Senior Administrator Ms. Dahlia Saunders

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Manager Ms. Joy Dickenson

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Administrative Officer Ms. Paulene Richards

Student Administrative Services (SAS)

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Supervisor Mrs. Sandra Ebanks

PART II

INFORMATION FOR PERSPECTIVE STUDENTS

-  MAKE UWI YOUR PLACE TO SHINE
-  GENERAL AND INSTITUTE ADMISSION REQUIREMENTS
-  ENGLISH LANGUAGE REQUIREMENTS
-  BSc. DEGREE PROGRAMME
-  SUGGESTED CAREER OPPORTUNITIES
-  TYPICAL FIRST YEAR CURRICULUM

MAKE UWI YOUR PLACE TO SHINE

The university and the programme you choose will be crucial to your future success. We aim to provide you with the information and resources that will help you to make the right choice.

This prospectus is designed as a broad introduction to the Institute for Gender and Development Studies – what we do, what we offer, and how we can help you to achieve your goals. It covers all our undergraduate programme, applications and matriculations requirements and career areas in the Gender Studies.

GENERAL AND INSTITUTE ADMISSION REQUIREMENTS

Before registration and before entering a programme of study in the Institute, an applicant must have satisfied the University Matriculation requirements for entry to a degree programme.

Set out below, however, are the minimum requirements for full-time (3 years) and part-time (4 years) admission to the Bachelor of Sciences degree programme in the Institute for Gender and Development Studies.

Minimum Requirements for the Three (3) Year Degree Programme

Applicants must satisfy the requirements in either (a) and (b) or (c) below:

- a) CXC/CSEC or GCE O'Level passes in a minimum of five (5) subjects. Compulsory- English Language. Grade requirements for CXC/CSEC are General Proficiency, Grades I or II pre-1998 and Grades I, II, or III from June 1998; and
- b) CAPE or GCE A'Level passes in a minimum of two (2) subjects. CAPE subjects must consist of both Unit 1 and Unit 2; or
- c) An Associate degree, Diploma and/or Certificate from other approved tertiary institutions having attained a B+ average or a minimum GPA of 2.5; or (d) High School Grade 12 transcript with a minimum GPA of 3.0 and a minimum SATI score of 1700 plus a minimum of two (2) SAT II subjects at a score of 500 or above or successful completion of Advanced Placement Courses or the International Baccalaureate programme.

ENGLISH LANGUAGE REQUIREMENTS

English Language is compulsory for admission to all programmes. The English Language Proficiency Test (ELPT) is used to assess whether persons applying to pursue undergraduate degree programmes at the UWI, Mona Campus possess a satisfactory level of writing and reading proficiency in English for university academic purposes.

Applicants' test results will be taken into consideration by individual faculties before offers of entry are made. The results of applicants who pass the test will remain valid for a period of five (5) years. Results will NOT be issued until the UWI Mona admissions process is complete.

The following categories of applicants are also required to sit the ELPT:

- Persons in Jamaica, the Bahamas, Belize and Cayman who are applying to pursue Level I of the BSc. degree either through the Open Campus or at the Management Institute of National Development (MIND).
- UWI Challenge/Community College students applying to Level I campus-based UWI programmes.

For information on test registration procedures and test format, kindly contact the Admissions Section of the Registry on the Mona Campus

Exemption from Sitting ELPT

Applicants in the categories (a-d) below are NOT required to sit the test: Persons with any ONE of the following English Language qualifications:

- a. Grade 1-CXC/CSEC English 'A' examination
- b. Grade A-GCE O'Level English Language examination
- c. Grade A-GCE A/O'Level General Paper examination
- d. Grades 1 & 2-CAPE Communication Studies

BSc. DEGREE PROGRAMME

In the Institute for Gender and Development Studies we are committed to focusing on student's individual requirement to help them make the most of their potential. We offer the BSc. degree in the following categories:

- a) **Major** - a Major is made up of a minimum of thirty (30) credits each in the subject area at Levels II and III.

- b) **Double Major** - a double Major is made up of a minimum of thirty (30) credits each in two (2) subject areas at Levels II and III.
- c) **Major and one Minor** - a Major/Minor comprises of a minimum of thirty (30) Levels II and III credits in the subject area of the Major and fifteen (15) Levels II and III credits in the subject area of the Minor.
- d) **Minor** - a Minor is comprised of a minimum of fifteen (15) credits in the subject area at Levels II and III.

SUGGESTED CAREER OPPORTUNITIES

- International Development Agencies
- Public Sector Agencies involved in:
 - Health
 - Education
 - Economics
 - Social Services
 - Security Forces
 - Foreign Trades
 - Agriculture
- Private Sector Agencies
- Civil Society Development Agencies
- Social and Economic Research
- Human Rights and Advocacy
- Faith Based Organisations
- Political & Civic Organisation

TYPICAL FIRST YEAR CURRICULUM

The first year at University will be one of significant transition. You will generally be required to complete seven (7) of the introductory or level I courses and three (3) of the foundation courses listed below:

Major in Gender and Development

Introductory /Level I Courses

| | |
|-----------|--|
| GEND 1001 | Research Methods & Interactive Skills |
| GEND 1103 | Basic Theoretical Concepts & Sources of Knowledge |
| GEND 1201 | Cultural Representations & the Construction of Masculinity /Femininity |

In addition to ONE of the following two courses

| | |
|-----------|--|
| SOCI 1005 | Introductory Statistics for the Behavioural Sciences |
| ECON 1005 | Introductory Statistics |

In addition to ONE of the following two courses

| | |
|-----------|--|
| SOCI 1002 | Sociology for the Caribbean ¹ |
| SOCI 1003 | Sociology and Development (for Criminology Minors) |

In addition to ALL THREE of the following courses

| | |
|-----------|--|
| FOUN 1013 | Critical Reading and Writing in the Social Sciences ² |
|-----------|--|

OR

| | |
|-----------|--|
| FOUN 1019 | Critical Reading and Writing in the Disciplines ³ |
| FOUN 1101 | Caribbean Civilization |
| FOUN 1201 | Science, Medicine and Technology in Society |

In addition to TWO level I free electives

Total – 10 courses (30 credits)

1 Required for all Social Sciences Minors

2 Students with GRADE 1 in ELPT , CSEC/GCE – Grade 1/A , CAPE: Communication Studies , Grades 1 or 2)

3 Yearlong course for students without English prerequisites

PART III
DEGREE REGULATIONS

-  PROGRAMME REGULATIONS
-  GRADE POINT AVERAGE (GPA) REGULATIONS
-  EXAMINATION REGULATIONS
-  SUMMER SCHOOL REGULATIONS

PROGRAMME REGULATIONS

Terms used in these regulations:

- a) **Anti-requisites** refer to courses where content overlap precludes courses being taken together for credit. Students are urged to view the listing in Part V of this Handbook and consult the Institute for guidance.
- b) **Core** or **compulsory** courses are courses that students must complete in order to be awarded a degree.
- c) **Course substitution** refers to cases where a course is used to replace a compulsory or core course in a student's programme requirements. Students must seek and obtain approval of replacement courses.
- d) **Credit** refers to a unit of study counting towards the degree. Undergraduate courses in the Institute normally carry a weighting of three (3) credits. A number of courses, however, carry a weighting of six (6) credits.
- e) **Electives** refer to courses designated to be part of your degree programme and may be listed in the Institute's Handbook or brochure while free electives are courses which are optional in the degree programme concerned and may be selected from any department or faculty.
- f) **Exemption with credit** refers to cases where a student is granted exemption from UWI courses because the student has already passed courses in other programmes at the UWI or passed courses of similar content at other recognized institutions. Students are **NOT** required to take replacement courses.
- g) **Exemption without credit** refers to cases where a student is granted exemption from UWI courses because s/he has already passed equivalent courses/subjects at other recognized institutions or from other examination bodies. Students granted exemptions without credit are required to take replacement courses.
- h) **Leave of absence** refers to a student being unable to continue his/her studies for a semester or more for financial, work related, personal or medical reasons. Permission must be requested online.
- i) **Level** represents the different standard of courses that must be completed in the undergraduate degree programme. Each level, namely level I, level II, and level III, is designated by the first numeral in the

course code. Levels II and III courses are equally weighted for the assessment of class of degree.

- j) **Pre-requisites** are courses which must be completed before registration for another course is permitted
- k) **Summer school sessions** refer to the sessions of the summer school as governed by the Summer School Regulations.

1. ORIENTATION AND ACADEMIC ADVISING

- 1.1. Attendance at orientation by newly-admitted students is mandatory. During orientation, students will meet the staff, learn about the Institute, and receive information about their programme of study.
- 1.2. Academic advising, though available to all students throughout the course of study, is particularly emphasized for new students. The primary purpose of this process is to assist students in planning, monitoring, and successfully managing their chosen field of study, in relation to clear career objectives.

2. PROGRAMME OF STUDY

2.1. Programme of Study Requirements

Candidates for the degree programme in Gender and Development must pursue a course of study comprising at least 90 credits: at least 30 credits at Levels I, II and III. A student must be formally registered in one of the following categories at levels II and III:

- a. **Major:** 30 credits for Major and 30 credits of electives
- b. **Double Major:** 30 credits for each of two Majors
- c. **Major and one Minor:** 30 credits for Major, 15 for Minor and 15 electives
- d. **Major and two Minors:** 30 credits for a Major and 15 for each of two Minors

2.2. Students MUST complete ALL the requirements for Levels I, II and III of their degree programme as indicated below:

2.2.1. Requirements for Level I of the degree programme

Students are required to complete a minimum of 30 credits or ten 3-credits Level I courses, depending on the choice of degree as follows:

- a. Three (3) University foundation courses
- b. Pre-requisites for Levels II/III courses and/or free electives.
- c. Any other courses designated by the departments which are not included in the above.

2.2.2. Requirements for Level II and Level III of the degree programme

Students are required to complete 60 credits normally a combination of 20 Level II and Level III courses designated for each student's degree programme, as follows:

- a) 30 credits for a single or one Major and 30 credits of Electives
 - b) 30 credits for each of two (double) Majors
 - c) 30 credits for a single Major and 15 for each of two Minors
 - d) 30 credits for one Major, 15 for one Minor and 15 Electives
 - e) Minimum of 45 courses for one Special and a maximum of 15 Electives
- 2.3. Students are required to satisfy pre-requisites (where they exist) for Levels II and III courses. Students, however, do not have to complete all courses at one level before taking a course at another level as long as the pre-requisite for the course(s) have been met.
- 2.4. The IGDS Board may require that the timing of registration in particular courses be such as to ensure that the course of study extends over either at least five semesters and two summer sessions or six semesters

3. COURSE CREDITS AND WEIGHTING

- 3.1. Undergraduate courses in the Institute normally carry a weighting of three (3) credits.
- 3.2. Courses taught over an academic year (i.e., **yearlong** or across Semesters 1 and 2) normally carry a weighting of six (6) credits.
- 3.3. In the case of a 6-credit course, the substitution is either another 6-credit course or two 3-credit courses.
- 3.4. Credit hours earned refers to the credits for each course that count toward the degree requirement and for which a passing grade is obtained.

- 3.5. Credit hours earned in courses taken on a Pass/Fail basis shall not be included in calculating GPA.
- 3.6. Credits hours earned from another institution at the time of admission to the UWI will not be used in the computation of a GPA.
- 3.7. No academic credit may be granted for auditing a course.
- 3.8. A student who voluntarily withdraws from the University and who applies for re-admission within five (5) years shall be granted exemption and credit for courses previously passed, subject to the time limit for the maintenance of credits stipulated in the relevant Faculty Regulations.

4. FOUNDATION COURSES

- 4.1. As of 2013/2014 all students were required to complete a minimum of 9 credits or 12 credits of Foundation Courses. These Level I courses are designed to promote sensitivity to and awareness of distinctive characteristic features of Caribbean cosmologies, identities and culture.
- 4.2. The Foundation courses are:
 - **FOUN1013**-Critical Reading and Writing in the Social Sciences (Year-long course for students without English prerequisites)
 - **FOUN1101**-Caribbean Civilization
 - **FOUN1201**-Science, Medicine & Technology in Society
 - **FOUN1301**-Law, Governance, Economy and Society

5. EXCHANGE PROGRAMME

- 5.1. Students who seek to do part of their programme at another University - a maximum of two semesters which must not include the final semester of full time study - must have the courses they intend to do at the overseas university assessed for equivalence and approved by the relevant department at Mona before proceeding abroad.
- 5.2. The request to study abroad and the course(s) approved by the Institute then submitted to obtain Academic Board approval. When students' results are received from the overseas university, they will then receive credit for the courses as substitutes as approved

by the Academic Board. The grade recorded will be the grade received and assessed and approved by the Academic Board as the equivalent of that awarded by the examining university.

- 5.3. Students doing course(s) at other universities to complete their degree programme.
- 5.4. Where students may be migrating or may be away from the country for a significant period and have few courses to complete their UWI degree, there may be discretionary decisions made by the Institute and sanctioned by Academic Board.

6. REGISTRATION

- 6.1. Students must register for courses at the beginning of each academic year or lose their status as students at the University.
- 6.2. Registration for a course constitutes registration for the examinations in that course.
- 6.3. A student is not deemed to be fully registered for a course unless his/her financial obligations to the University have been fulfilled.
- 6.4. Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.

7. REGULATIONS FOR FULL-TIME AND PART-TIME ENROLMENT

- 7.1. Full-time students are usually expected to register for a minimum of twenty-four (24) and a maximum of thirty (30) credits in any one academic year.
- 7.2. A full-time student may be allowed three (3) additional credits for a total of thirty-three (33) if he/she has a degree GPA ≥ 3.6 after three (3) semesters or if they have not failed a course in their final year.
- 7.3. Part-time students shall usually be expected to register for a maximum of eighteen (18) credits in any one year.
- 7.4. A part-time student may be allowed to register for twenty-one (21) credits if he/she has maintained a minimum GPA of 3.3. Finalizing part-time students may also be allowed to register for 21 credits.

- 7.5. Part-time in the Institute is defined by a student's work load per semester and does not mean evening studies. While some Level I courses are offered in the evening, the majority of the courses at Levels II and III are taught during the day only. Thus, students registered part-time must be prepared to attend classes between 8am and 5pm as well.
- 7.6. Students accepted with lower level matriculation into the Institute as part time students must complete a minimum of twenty-four (24) credits and 2 academic years before they are eligible to transfer to full-time.
- 7.7. Once a part-time student changes his/her enrolment status to full-time, he/she is required to maintain the rate of progress mandated for the full time programme.

8. RATE OF PROGRESS AND REQUIREMENT TO WITHDRAW (RTW)

- 8.1. A full-time student will be required to withdraw from the Institute unless he/she has gained at least:
 - 15 credits at the end of the second semester
 - 33 credits at the end of the fourth semester
 - 51 credits at the end of the sixth semester
 - 69 credits at the end of the eighth semester
- 8.2. A part-time student will be required to withdraw from the Institute unless he/she has gained at least:
 - 6 credits at the end of the second semester
 - 18 credits at the end of the fourth semester
 - 24 credits at the end of the sixth semester
 - 39 credits at the end of the eighth semester
 - 54 credits at the end of the tenth semester
 - 72 credits at the end of the twelfth semester
 - 90 credits at the end of the fourteenth semester
- 8.3. Credits gained from courses done in another programme will not be counted towards the rate of progress.
- 8.4. Except where otherwise prescribed in the Institute's regulations, a student whose GPA for a given semester is less than 1 shall be deemed to be performing unsatisfactorily, and shall be placed on

warning. A student on warning whose GPA for the succeeding semester is less than 1.00 will be required to withdraw

- 8.5. A student who has been required to withdraw from the Institute may apply to the Institute for re-admission one (1) year after withdrawal. Applications for re-admission will be considered on its own merit and will only succeed if the Institute is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.
- 8.6. Students thus admitted may in accordance with Institute's regulations be granted exemption from Level I courses subject to there being no substantive change in the content of the courses for which credit and exemption are sought. The decision to award credit and exemption shall be made by the Dean/Head.
- 8.7. Students from one faculty who had been required to withdraw from the University for failing to complete their degree programme within the stipulated period may be admitted to another faculty after a minimum period of one (1) year has elapsed since their withdrawal.
- 8.8. Student required to withdraw from the University for failing to complete their Degree, Diploma or Certificate Programme may be re-admitted to the Institute after a minimum period of one (1) year has elapsed since their withdrawal. Such students shall not be granted exemptions from courses in the programme previously passed.
- 8.9. A student may apply to the Head of the Institute for a waiver of the requirement to withdraw.
- 8.10. Where students who are required to withdraw, switch programmes, they may be allowed to start these programmes with a new record.

9. TRANSFERS AND CHANGE OF PROGRAMME

9.1. Inter and Intra Transfers

- 9.1.1. Applications for transfer must be submitted to the Admissions Office on any Campus by March 31 of each academic year.

- 9.1.2. Students in another Faculty at UWI who have completed all Level I courses relating to the intended Major are eligible for transfer to Level II/III of the degree programme offered by Institute for Gender and Development Studies.
- 9.1.3. Consideration for transfer will not be given to students in the year they were accepted to the Institute. Students may, upon receipt of an offer from the Admission Office, choose to reject that initial offer and immediately request their desired Major.
- 9.1.4. Students approved for transfer must pursue the programme requirements outlined in the Handbook for the year approval was granted.

9.2. Change of Programme

- 9.2.1. A student may change a Major/Minor with the permission of the Head of Institute.
- 9.2.2. Students approved for change of Major/Minor/ must pursue the programme requirements outlined in the Handbook for the year approval was granted.

10. LEAVE OF ABSENCE AND DEFERRAL OF ENTRY

- 10.1. A candidate who does not wish to commence studies during the year he or she was offered a place in the Institute may apply for deferral of entry through the Admissions Sections of the Registry.
- 10.2. A student who, for good reason, wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Academic Board, through the Head, stating the reason for the application.
- 10.3. The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.
- 10.4. Leave of absence will not be granted for more than two academic years or four semesters over the life of a student's programme.

- 10.5. Applications for leave of absence for Semester I and Semester II must be made before the end of the first week of October and before the end of the second week of February, respectively.
- 10.6. Applications made after the periods indicated above may be subject to a fine to be determined by the Academic Board. The amount of the fine may increase depending on the lateness of the request.
- 10.7. Students who have been attending classes and who requested leave of absence after the above-mentioned dates will normally have to pay a fine equivalent to 50% of the regular tuition fee if their requests are recommended by the Institute and approved by the Academic Board.

11. GRADE POINT AVERAGE (GPA) REGULATIONS

- 11.1. Please note: These Regulations are subject to change and as such all interested parties will be given due notice of any changes.
- 11.2. These regulations will apply to all new students entering the system in August 2014 to pursue first degrees, associate degrees, diplomas and certificates. These regulations will also apply to all other students, who entered the system prior to the 2014/2015 academic year, to pursue first degrees, associate degrees, diplomas and certificates except for those students in the Faculty of Engineering. Students in the Faculty of Engineering who entered a programme prior to academic year 2014/15 will be governed by the GPA regulations dated 2011 until the end of the academic year 2015/16.
- 11.3. In order to be eligible for the award of a First Degree, all students shall have a minimum GPA of 2.00.
- 11.4. For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
- **Credit Hours Earned:** ‘Credit hours earned’ means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
 - **Quality Hours:** ‘Quality hours’ means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F1, F2 or F3 is obtained in a course. Courses that are not counted in the determination of the GPA shall be assigned zero quality hours.

- **Quality Points:** ‘Quality points’ means the numerical value assigned to the relevant letter grade earned.

11.5. For the purposes of these Regulations:

GENERAL AND INSTITUTE ADMISSION REQUIREMENTS

- **LEVELS I, II AND III COURSES:** Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.
- **Grade Points:** Grade points are determined by multiplying the quality hours by the quality points for a course.
- **Grade Point Average (GPA):** Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, preliminary courses, not for credit courses and courses for which the designation I or IP is awarded under Regulation 6(iv).
- **Weighted Grade Point Average:** Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out at Regulation 3(ii)(c) above.
- **Credit Hours:** The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Undergraduate Studies or in the case of the Open Campus, recommended by Academic Board and approved by the Board for Undergraduate Studies.

11.6. The class of degree shall be awarded on the basis of the Weighted GPA as set out in these Regulations.

11.7. In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.

11.8. Except for the purpose of determining the class of degree the term GPA in these Regulations shall mean the GPA as defined above.

11.9. First Degrees awarded by the University:

- **First Class Honours** (Weighted (GPA 3.60 and Above)
- **Upper Second Class Honours** (Weighted GPA 3.00 – 3.59)
- **Lower Second Class Honours** (Weighted GPA 2.50– 2.99)
- **Pass** (Weighted GPA 2.00-2.49)

11.10. The following designations may be assigned, but shall not be used in the calculation of Grade Point Average:

| | |
|------|---|
| AB: | Absent for acceptable reasons other than a medical problem |
| AM: | Absent Medical |
| CR: | Credit |
| DB: | Debarred |
| DEF: | Deferred |
| EC: | Exemption with credit |
| EQ: | Examination Query |
| EX: | Exemption |
| FM: | Failed Medical – where failure in an examination is attributed to medical reasons as supported by a certificate from an authorized medical practitioner |

I: Incomplete - indicates that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the 'I' designation is replaced by an F3 grade at the end of the first six weeks into the next semester. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining 'I' symbol at the end of the period of extension will be deemed an F3.

IM: Incomplete Medical

IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not completed during the semester in which the student is registered. The IP designation must be replaced with an appropriate grade on completion of the course.

| | |
|------|--|
| LW: | Late Withdrawal |
| NFC: | Not for credit |
| NP: | Not Passed – when a student has failed a course taken on a pass/fail basis. |
| NR: | Not Reported – when a lecturer fails to submit grades by the published deadline, through no fault of the student. |
| NV: | When a student has been permitted to audit a course but has not done so satisfactorily. |
| P: | Pass – a pass obtained in a course taken on a Pass/Fail basis. |
| PC: | Preliminary Credits – used for matriculation purposes or the satisfying of prerequisites only. |
| V: | Audited – when the course has been taken in accordance with Regulation 13(v). The following designations may be assigned and shall count towards the GPA: |
| DIS: | Disqualified |
| EI: | Examination Irregularity – Candidate disqualified from examination on account of breach of the Regulations |
| FA: | When a student is absent from an examination without a valid reason |
| FC: | Failed Coursework – indicates that a candidate has failed to satisfy the Examiner in the coursework component of the course. |
| FE: | Failed Examination – when a candidate has successfully completed the coursework requirement but has failed to satisfy the Examiners in the examination component of the course |
| FO: | Failed Oral (where an oral examination forms part of the assessment of the course) |
| FP: | Failed Practical |
| FT: | Failed Theory |

11.11. The scheme to be used for conversion of numerical marks to letter grades shall be as follows:

| GRADE | % RANGE | GPA/QUALITY POINT |
|-------|---------|-------------------|
| A+ | 90-100 | 4.30 |
| A | 80 – 89 | 4.00 |
| A- | 75 – 79 | 3.70 |
| B+ | 70 – 74 | 3.30 |
| B | 65 – 69 | 3.00 |
| B- | 60 – 64 | 2.70 |
| C+ | 55 – 59 | 2.30 |
| C | 50 – 54 | 2.00 |
| FE | 35 – 49 | 1.30 |
| F | 0 – 34 | 0.00 |

- 11.12. The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Institute's Regulations.
- 11.13. Where credit for a course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable it to assess the course.
- 11.14. Credit hours earned from another institution at the time of admission to University of the West Indies will not be used in the computation of a grade point average.
- 11.15. Only the grade equivalent as determined by the Board for Undergraduate Studies of the results achieved and not the marks or grades so earned at another institution shall be used in the computation of such student's GPA.
- 11.16. Except where otherwise prescribed in Institute Regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than or equal to 1.99, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 1.99 in Semester 2 by credits obtained in Summer School.

12. EXAMINATION REGULATIONS

- 12.1. Students will be examined during each semester and the summer session in the courses for which they are registered.
- 12.2. A course may be examined by one or more of the following methods:
(i) coursework, (ii) oral (iii) practical examination, and (iv) written examination papers.
- 12.3. A student who does not take an examination in a course for which he/she is registered is deemed to have failed that examination unless permission to be absent has been granted.
- 12.4. A student who, on grounds of illness or in other special circumstances as referred to in Examination Regulation 20 (2011/12) fails to take an examination in a course for which he/she is registered, may be given

special consideration by the Board of Examiners to take the examination at the next available opportunity, without penalty.

12.5. A student failing a course may be allowed to substitute another approved course in a subsequent semester or repeat the failed course.

12.6. Except where otherwise prescribed in the Institute's regulations, a student whose GPA for a given semester is less than 1 shall be deemed to be performing unsatisfactorily and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 1 shall be required to withdraw.

12.7. Coursework

- a. In the case of examination by coursework only, a student gaining an overall mark higher than 40% but passing in only one component will be required to repeat at the next available sitting the component that was failed.
- b. A student who is absent from a coursework examination may apply to the Head for exemption from this examination no later than one (1) week following the date of this examination. He/she must at the same time submit to the Assistant Registrar (Examinations) justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Examination Regulations).
- c. The Head shall consider any such request for exemption in consultation with the relevant Head of Department and course lecturer. If the exemption is granted, the percentage mark available to be awarded for the final examination will be increased correspondingly.
- d. Students are asked to pay special attention to Examination Regulation 18 (2011/12), which states: "Any candidate who has been absent from the University for a prolonged period during the teaching of a particular course year for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, tutorial or clinical instructions has been unsatisfactory or who has failed to submit essays or other exercises set by his/her teachers, may be debarred by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examinations."

- e. An Undergraduate Coursework Accountability Statement (See Appendix IV) is to be attached by students registered for undergraduate courses in the Institute to the front of any document submitted as a component of coursework save for when coursework consists of an invigilated examination, no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically. (Students may download a copy of the Statement from the Institute's website).

12.8. Oral Examination for Final Year Students

- a. The Board of Examiners may recommend to the Department concerned that a student who has failed the last one or two courses(s) required to complete the degree be offered an oral examination in that one or those two courses provided that he/she has obtained in each instance a mark of at least 35% for the course(s).
- b. If an oral examination is granted the student may choose to decline the offer and opt for Exams only instead. (See Regulations below).
- c. The oral examination will be held as soon as possible after the previous examination and within the academic year in which the student is expected to graduate. The student must immediately contact the department concerned so that arrangements can be made.
- d. The oral examination will concern the course as a whole and not be restricted to the questions set in the examination which the student did. The First Examiner and at least one other examiner must be present at an oral examination.
- e. If the examination is passed, the student cannot be awarded a mark higher than 40% (a marginal pass) for the course.
- f. If he/she fails the oral, the student will not have a right of appeal.
- g. A student will be allowed one oral examination for any one course.

12.9. “Examinations Only” Regulations

Students will only be entitled to register for “Exams Only” in the following circumstances after having been registered for and attended classes in a course(s):

- a. He/she has failed one or two of the final courses needed to complete the degree programme and obtained a mark of no less than 35% in each course.
- b. He/she has obtained a medical excuse, certified by the University Health Centre, for not having attempted an exam.
- c. In exceptional circumstances, the Dean may grant a student a deferral from sitting an exam and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

12.10. Absence from an Examination

If a student misses an examination for any other reasons, he/she will be obliged to register again for the full course. However, the Institute may, on being advised of the situation, allow the student’s coursework/mid-semester marks to be applied and he/she will only have to write the final exam.

12.11. Plagiarism and Academic Integrity

Plagiarism is a form of cheating. According to the UWI regulations, plagiarism is “... *the unauthorized and/or unacknowledged use of another person’s intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University.*”

1. Plagiarism also involves the case of material taken from the internet without acknowledgment or giving proper credit - Cyber cheating.

2. Students have the responsibility to know and observe the Regulations of the Institute and the University of the West Indies as it relates to plagiarism, falsification of information and academic dishonesty as contained in the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Diplomas and Certificates (78-85 in the case of the 2006-2007 Examination Regulations).
3. It is a requirement of all students registered to do undergraduate courses in the Institute for Gender and Development Studies to sign and submit with their coursework a Coursework Accountability Statement. (Students may download a copy of the Statement from the Institute's website)

13. AEGROTAT DEGREE, DIPLOMA OR CERTIFICATE

- 13.1. Except where Institute Regulations otherwise provide, a candidate may apply through the Campus Registrar to the Board for Undergraduate Studies for the award of an Aegrotat Degree, Diploma or Certificate where he/she has been absent through illness from part of the examination in the final year of the degree programme. The number of credits obtained which will entitle the candidate to make such application shall be prescribed in Institute Regulations.
- 13.2. All applications from or on behalf of candidates must be accompanied by a medical certificate signed by a Campus Medical Officer or by other Medical practitioners approved for this purpose by the University, and shall reach the Campus Registrar not later than thirty days from the last course examination which should have been taken by the candidate.
- 13.3. An Aegrotat Degree, Diploma or Certificate shall be awarded without distinction or class.
- 13.4. Holders of an Aegrotat Degree, Diploma or Certificate shall not be permitted to re-enter for the same Degree, Diploma or Certificate. Holders of an Aegrotat Degree may proceed to a higher degree if accepted by the Board for Graduate Studies and Research.
- 13.5. Notwithstanding the provisions at Regulations 11-14, the University shall not award a posthumous Aegrotat degree except in cases where the decision to award such degree was made before the candidate's death.

(Extract ‘Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates Including GPA Regulations, 2011-2012’)

14. SUMMER SCHOOL REGULATIONS

The Summer School programme for the Institute for Gender and Development Studies is usually scheduled to start during the first week of June through to the last week of July. Summer School in the Institute is **OPTIONAL**. Credits for courses passed will be granted to registered students of the University. Students who register in the summer school programme are subject to all Institute and University regulations. Students outside the Institute are required to consult their respective faculties for course approval before registering for IGDS Summer School.

14.1. Who Can Register?

The following categories of students are eligible for admission:

- a. TLI students.
- b. Registered students of the University who are repeating a course.
- c. Registered students of the University who have not taken the course(s) previously but fall into one of the following categories:
- d. Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered.
- e. Registered UWI students from other UWI campuses.
- f. Students of the University who have been granted leave of absence for Semester 1 and/or 2 preceding the Summer School, or deferral of entry. Such students should register at the start of the Summer School, for Summer School only. Students on Leave of absence for an entire year are not eligible for admission to Summer School courses.
- g. Other persons, not students of UWI, who are eligible to matriculate at either the normal or lower level. (These students must also register with Admissions Section, Mona as Specially Admitted Students.)

14.2. Course Selection and Registration for Specially Admitted Students/ Non UWI Students

- a. Non-UWI or “Specially Admitted” students are required to complete and return a copy of the Special Admissions Application Form to the Admission Sections in the Registry.
- b. Specially-Admitted students must pay tuition and miscellaneous fees.

14.3. Academic Integrity

Students have the responsibility to know and observe the Regulations of the Institute and the University of the West Indies. All Institute and University regulations are in force during the Summer School programme.

14.4. Attendance

A minimum attendance of 75% of lectures/tutorials is required. The teaching materials and course outline should be available at the beginning of the Summer Programme and also upon request.

14.5. Course Selection and Registration of UWI Students

- a. All Gender and Development students should register for no more than two (2) courses in the summer programme.
- b. Course Selection will be carried out via the Internet at the website <http://sas.uwimona.edu.jm:9010>. Students are required to select courses on-line before making payments.
- c. Only those students who have been notified in writing that they are allowed to do Exams Only can apply to register in this category. Students with appropriate notification should apply for Exams Only through the Institute Summer School Coordinator or the Head of Department.
- d. Students, who are pursuing two courses, should choose carefully and register for only one course in any one slot. (See below for Timetable format). Refunds will not be granted for any “clashed course” save where there has been a timetable change resulting in the clash.

14.6. Examinations and Course Load

Students can register for a maximum of TWO courses within the Institute (including Exams Only). Students are advised to check the timetable before registering. Examination procedures will be the same

as those that apply for the end of semester examinations. Finalizing students can apply to do a third course through the Institute's Coordinator. A student is deemed as finalizing if that student has only 3 or 4 courses remaining to complete the degree programme.

14.7. Withdrawal

Students may withdraw from a course in the normal period by dropping the course online at Student Automated Request. Students, who wish to withdraw from a course after the normal period, must apply to the Academic Board, on student matters on line at SAS (Automated Student Request)

14.8. Payment of Fees

- a. Cash, Manager's cheques, Debit and Credit cards will be accepted as payment for Summer School courses. There is a penalty for cheques which are 'returned to drawer'. Part payment of fees is NOT allowed.
- b. Fee Payment can be made at the UWI Mona Registry Cashier (using Debit/Credit card), Bill Express, and Paymaster.
- c. Fees can also be paid at the National Commercial Bank (NCB). Students are required to select their course(s) online before making payment

14.9. Restrictions on Summer School Offerings

All summer courses must meet a minimum registration total of twenty (20) and courses are sometimes cancelled for lack of required number. Students are advised not to leave required courses for a major or a minor to be attempted in their final summer prior to graduation as there is no guarantee that a needed course will be offered.

14.10. Application for Withdrawal and Refund

- a. Summer School students may apply to withdraw from a course online through SAS.
- b. Application for withdrawal from a course must be made no later than two weeks after teaching begins. A penalty shall be instituted by the Academic Board on Student Matters:
 - a. 25% of the fees up to the end of the 1st week of teaching
 - b. 30% of the fees up to the end of the 2nd week of teaching
 - c. Students who withdraw from a course(s) after two weeks of teaching will not be refunded any portion of the tuition fees.

PART IV

PROGRAMME REQUIREMENTS

-  MAJOR IN GENDER AND DEVELOPMENT
-  MINOR IN GENDER AND DEVELOPMENT STUDIES
-  COURSE DESCRIPTION

PROGRAMME REQUIREMENTS

MAJOR IN GENDER AND DEVELOPMENT

Level 1

ALL THREE of the following courses

| | |
|----------|--|
| GEND1001 | Research Methods and Interactive Skills |
| GEND1103 | Basic Theoretical Concepts and Sources of Knowledge |
| GEND1201 | Cultural Representation and the Construction of Masculinity/Femininity |

In addition to **ONE** of the following two courses

| | |
|-----------|--|
| SOCI 1005 | Introductory Statistics for the Behavioural Sciences |
| ECON 1005 | Introductory Statistics |

In addition to **ONE** of the following two courses

| | |
|-----------|-----------------------------|
| SOCI 1002 | Sociology for the Caribbean |
| SOCI 1003 | Sociology and Development |

In addition to **ALL THREE** of the following courses

| | |
|-----------|---|
| FOUN 1013 | Critical Reading and Writing in the Social Sciences |
|-----------|---|

OR

| | |
|----------|---|
| FOUN1019 | Critical Reading and Writing in the Disciplines |
| FOUN1101 | Caribbean Civilization |
| FOUN1201 | Science, Medicine and Technology in Society |

[10 Courses/30 Credits]

Level 2

ALL FIVE of the following courses

| | |
|-----------|---|
| GEND2400 | Sexuality, Power and Illicit Desire |
| GEND2001 | Gender in Caribbean Culture I |
| GEND2002 | Gender in Caribbean Culture II |
| GEND2013 | Caribbean Men and Masculinities |
| SOCI 2016 | Gender and Development in Caribbean Society |

In addition to **ONE** of the following electives

| | |
|-----------|---|
| SOCI 2006 | Qualitative Research Methods |
| SOCI 2008 | Statistics for the Behavioural Sciences |
| SOCI 2007 | Survey Design |
| SOCI 2019 | Social and Cultural Anthropology |

In addition to **FOUR** Level II free electives

[10 Courses/30 Credits]

Level 3

ALL FOUR of the following courses

| | |
|----------|---|
| GEND3031 | Gender, Sex and Society |
| GEND3600 | Gender Sexual and Reproductive Health and HIV/AIDS |
| GEND3032 | Gender, Climate Change and Disaster Risk Management |
| GEND3703 | Gender Analysis , Development Policy and Planning |

In addition to **SIX** Level III free electives

[10 Courses/30 Credits]

MINOR IN GENDER AND DEVELOPMENT STUDIES

The institute offers a Minor in Gender and Development Studies. To qualify, students must take five (5) Level II and Level III gender courses offered by the Institute **OR** three (3) of the Gender Studies courses and two (2) gender courses offered in other Departments/Faculties.

Level 2

| | |
|----------|--|
| GEND2001 | Gender in Caribbean Culture: History and Theology |
| GEND2002 | Gender in Caribbean Culture: Linguistics, Popular Culture and Literature |
| GEND2004 | Sexuality, Power and Illicit Desire |
| GEND2013 | Men and Masculinity in the Caribbean |

Level 3

| | |
|----------|---|
| GEND3031 | Gender, Sex and Society |
| GEND3032 | Gender, Climate Change and Disaster Risk Management |
| GEND3600 | Gender, Sexual and Reproductive Health and HIV/AIDS |
| GEND3703 | Gender Analysis, Development Policy and Planning |

Gender Courses from other Faculties

| | |
|----------|---|
| FREN2807 | Francophone Women Writers: Perspectives on Women's Issues in Literature |
| SPAN3702 | Spanish American Women's Narrative |
| LITS2107 | African /Diaspora Women's Narrative |
| LITS3702 | African American Women's Writers |
| LING2501 | Language Gender and Sex |
| HIST3003 | Women and Gender in History of the English-Speaking Caribbean |
| COMM2907 | Media Gender and Development |
| SOCI2016 | Gender and Development in Caribbean Society |
| CLTR3507 | Culture, Gender and Sexuality in Jamaican Popular Music |

[5 Courses/15 Credits]

COURSE DESCRIPTION

GEND1001: Research Methods and Interactive Skills

This introductory course trains students to design and implement a research study. It covers: basic theoretical concepts, perspectives and approaches to the design and conduct of quantitative and qualitative research projects, research ethics and feminist approaches used for research to create knowledge.

GEND1103: Basic Theoretical Concepts and Sources of Knowledge

This course introduces the student to basic theoretical concepts and sources of knowledge related to the field of women's studies and feminism. It examines how women experience subordination and oppression in society and how race, culture, class and ethnicity influence the everyday life of both women and men. Students also examine how the social, political, economic and legal system perpetuates sexism and intersecting oppressions and methods of organising used by both women and men to overcome gender discrimination and injustice.

GEND1201: Cultural Representation and the Construction of Masculinity/Femininity

This course introduces learners to analytical tools to understand how cultural messages inform masculine and feminine gender identities, as well as the cultural meanings attributed to sexual differences. It also examines how Caribbean popular music, culture and media together reinforce and challenge concepts of masculinity and femininity.

GEND2001: Gender in Caribbean Culture I: Theoretical Issues, History and Theology

This course examines how the construction of masculinity and femininity in Caribbean culture are influenced by the disciplines of history and theology.

GEND2002: Gender in Caribbean Culture II: Linguistic, Popular Culture and Literature

This course provides an understanding of how the different perspectives and experiences of women and men influence Caribbean linguistics, literature and popular culture.

GEND2004: Sexuality, Power and Illicit Desire

This course exposes students to theoretical debates about the regulation of sexuality in Caribbean culture. It explores the importance of sexuality in controlling and ordering the structure of society. It enables students to understand the theoretical, methodological and empirical realities of how sexuality functions as a distinguishing category of hierarchy and privilege in the Caribbean region. Students will also be exposed to the range of expressions of sexuality and the debates surrounding these. The course will enable students to understand the politics of citizenship, social movements and the principles of sexual rights. Students will develop their awareness of the relationship between sexual politics, the state and sexual liberation. The course will contribute to the development of the 'ideal UWI graduate' enabling the individual to understand the inter-linkages between gender, sexuality and power.

GEND2013: Introduction to Men and Masculinity in the Caribbean

This course examines theories and debates about the construction of masculinities globally as well as Caribbean masculinities in particular. This is an expanding area of Gender and Development Studies

GEND3031: Gender, Sex and Society

This course explores theories, methods and current debates related to gender relations, sexuality and sexual diversity, as well as the social construction of masculinity and femininity in the Caribbean society. It includes current debates related to abortion, teenage pregnancy, HIV/AIDS and gender based violence.

GEND3032: Gender Climate Change and Disaster Risk Management in the Caribbean

This course provides students with basic knowledge of gender and development theories, and analytical skills required to mainstream gender in climate change and disaster risk management policies and programmes. These skills are in demand by Caribbean governments, environmental and international disaster and development agencies, private sector and community development organisations to promote coherence between international commitments and local policies, practices. Students will be exposed to relevant theories, international conventions, and practical tools for mainstreaming gender. They will also benefit from recent research on Caribbean countries produced by the IGDS/UWI for the UNDP. Students will also be given opportunities to interact with relevant institutions that could utilise their skills after graduation.

GEND3600: Gender, Sexual and Reproductive Health and HIV/AIDS

This course provides learning opportunities to promote sexual and reproductive health and rights and reverse current trends in HIV & AIDS. It enables learners to understand: basic concepts and theories about gender and development; the global, regional and national governance framework to promote gender equality, sexual and reproductive health and rights; strategies to address HIV & AIDS; and how to conduct gender analysis and mainstream gender in HIV & AIDS policies and programmes in public, private sector, community and international development institutions. Students will also be exposed to: development problems related to sexual and reproductive health and HIV & AIDS from a gender perspective; relevant research, policies, laws and programmes being used to address these problems, (e.g. unplanned pregnancies, gender-based violence, HIV & AIDS); policy and programme gaps that need to be addressed to support commitments to the promotion of gender-sensitive, rights-based approaches to HIV & AIDS as well as sexual and reproductive health.

GEND3703: Gender Analysis and Theories of Development: Implications for Policy and Planning

This is a course that provides skills urgently needed in the job market. It exposes students to different models and approaches to development from the perspective of the social relations of gender. It develops an understanding of how gender roles and relations influence the development outcomes for women and men and provides basic training in gender analysis and planning that can ensure the needs of both women and men are addressed in policy and planning.

PART V
AWARDS AND SOCIETIES

 INSTITUTE PRIZE

 IGDS HONOUR ROLL

 GENDER SOCIETY

INSTITUTE PRIZE

Dorian Powell Prize in Gender and Development Studies

The Dorian Powell Prize is awarded to students pursuing gender courses offered by the IGDS for the Major or Minor in Gender and Development at Mona who gain three or more 'A' grades. Eligible students are short listed, and interviewed; the prize is presented at a special awards ceremony and includes a cash award.

IGDS HONOUR ROLL

Overview

The IGDS Honour Roll recognizes undergraduate students for their outstanding academic performance in each of the regular semesters during each academic year; that is Semesters 1 and 2 but not the Summer Semester (Semester 3) or Summer School.

Criteria for Inclusion

- I. Students must have earned a GPA of 3.6 and above for the applicable semester.
- II. Performance during the Summer Semester (Semester 3) or Summer School is not considered.
- III. Students must have registered for a minimum of three (3) courses for a total of nine (9) credit hours for the applicable semester. Courses taken on a Pass/Fail basis (e.g. Foundation courses) shall not be included in the calculation of credit hours earned. Courses taken for Preliminary Credits (PC) or which were audited (V) shall also not be included in the calculation of courses taken or the credit hours earned.
- IV. Students must have completed in a satisfactory manner all courses for which they were registered during the applicable semester. Thus, students' records must not have for the applicable semester an AB: Absent, F: Failed, FA: Failed Absent, FC: Failed Coursework, FE: Failed Examination, FT: Failed Theory, I: Incomplete, NA: Not Available, NP: Not Passed, NR: Not Reported or NV: Audited Not Satisfactory.
- V. Where students' records have for the applicable semester an IP: In Progress, and or an FM: Failed Medical, they may still be placed on the Honour Roll if they have completed the minimum three (3) courses for a total of nine (9) credit hours and have met the other criteria.

Publication and Notification Guidelines

- I. The IGDS Honour Roll shall be compiled and published after the posting of final grades for the applicable semester. Once posted, the published Honour Roll shall not be updated based on late changes to any student's academic record save that the name of a student may be deleted if it was placed on the published Honour Roll in error.
- II. The published Honour Roll shall be posted on Institute's designated notice board.
- III. The Honour Roll shall be posted on the Institute's website where it shall also be archived for future reference.
- IV. Students shall be notified of their inclusion by a letter from the Head of the Institute. Letters shall be distributed electronically via UWI-provided email addresses.

Omissions

Where it is discovered that the name of a student had been left off the published list, a notation shall be made in the Institute's records placing the student's name on the official list and the student shall be notified in writing, however no adjustment shall be made to the published Honour Roll (see guidelines above for details).

GENDER SOCIETY

The main aim of the Gender Society is to use a gendered lens to analyze key development issues on the UWI campus and the wider society. The Society also aims to build students' awareness of the Institute for Gender and Development, the programmes and courses offered in the BSc in Gender and Development and the Minor in Gender and Development Studies. It also seek to inform students of IGDS' outreach programmes with opportunities; volunteering, advocating and acting to reduce gender inequalities on campus and in the wider society.

PART VI
CODES OF CONDUCT

-  RESPONSIBILITIES OF IGDS STUDENTS

-  GUIDELINES AND CODE OF CONDUCT FOR INSTRUCTIONAL SESSIONS

-  ROLES AND RESPONSIBILITIES OF COURSE REPRESENTATIVES

RESPONSIBILITIES OF IGDS STUDENTS

All Gender and Development Studies students are guided to accept responsibility for their learning, development and experience. To this end, students are encouraged to:

- I. Familiarize themselves with the regulations and observe the guidelines for academic and behavioural conduct as prescribed by the Faculty and the University;
- II. Be informed of the services provided and resources available;
- III. Be managers of their time;
- IV. Closely follow the programme requirements as set out in the Institute's Handbook for the year in which they joined the programme;
- V. Seize opportunities that will foster personal growth and enrich their University experience;
- VI. Provide feedback to make the Institute one which maintains a commitment to the pursuit of excellence in teaching, outreach and research;
- VII. Get to know their instructors. As such a relationship is valuable especially when an academic reference is required for a job or to apply for postgraduate studies; Most instructors prefer to write letters of recommendation for students who they know very well;
- VIII. Routinely check the Institute's website, notice boards and UWI-provided email for information and updates;
- IX. Seek help with academic and psychological issues when needed;
- X. Become familiar with and practice personal safety measures;
- XI. Seek to have queries, concerns, and complaints addressed via the appropriate channels in a timely manner. In-course matters should first be brought to the attention of the tutor or lecturer. If unresolved, students may, either by themselves or as a group, take the matter to the Head of the Institute.

GUIDELINES AND CODE OF CONDUCT FOR INSTRUCTIONAL SESSIONS

This Code has been established through a series of consultations between staff and students and approved unanimously by the Gender Board. The University community is comprised of persons with varied backgrounds and who may have different norms for socially acceptable behaviour. Additionally changes occur over time in terms of technology, culture and the environment within which we exist. We must therefore continually review our relationship with each other so that we may operate harmoniously within the same space. The Code includes elements that are prescriptive while others are guidelines which the Institute seeks to establish as normative behaviour.

Code of Conduct

During the conduct of any class, there shall be no activity which disturbs the assembly and affects the order of the proceedings. Instructors have the right to require any student to leave the classroom if s/he is involved in disorderly conduct, or alternatively instructors have the right to leave the classroom themselves.

1. Cell phones, pagers and alarms of any type shall be turned off during classes. If there is an emergency for which a student or instructor may need to use the phone, this shall be indicated at/or just prior to the start of the class in a manner indicated by the instructor.
2. Entrance and exit doors to class rooms shall be used as designated. Students shall not enter the classroom prior to the end of the preceding lecture.
3. Children are only allowed in classes, except in exceptional circumstances and instructors must be notified. Where a child begins to disturb the class, she or he must be immediately taken out of the room.
4. Garbage shall not be left in the classrooms.
5. Classes are to start 5 minutes after the hour and end 5 minutes before the hour to facilitate students' and instructors' attendance at consecutive classes elsewhere. Students and instructors are to attend and leave classes punctually. Students who arrive late may be excluded from class.
6. All white boards or other instructional aids shall be cleaned or removed at the end of any class.

7. Students are to be given at least one days' notice where the schedule for a class is being changed and students are to be notified by the scheduled starting time where a class is expected to commence with a delay.
8. There shall be no eating or drinking in classes, save in exceptional circumstances (e.g. students with diabetes or with classes from 11am to 2pm who are unable to eat during a break between classes). Students who find they must eat shall do so in a manner that ensures minimum disturbance to the class.
9. In dressing to come to class, students shall be conscious that they're part of a community, the way others see them based on their deportment, the standards of dress recognized within various professional environments and the impact that their mode of dress may have on other members of the community.
10. Student representatives for each course are to be selected by the end of the fourth week of classes.

ROLES AND RESPONSIBILITIES OF COURSE REPRESENTATIVES

1. The course representative, as elected by the students of a course, should be seen essentially as being responsible for representing the interests/concerns of his/her fellow classmates regarding the course to the lecturer/instructor.
2. He/ She is responsible for maintaining an awareness of his/her classmates' concerns and/or feelings towards the course and will also be responsible for bringing them to the fore should such action be warranted.
3. He/ She shall meet with the course lecturer/instructor on a regular basis, so that they may have a brief discussion regarding the course, where the course representative can make known to the lecturer whatever general concerns the students may have and vice versa. It is recommended that this be done at least once every three weeks.
4. He/ She shall report to the Institute's student representative on any pressing concerns that the students of the course may share, and on what consultation with the lecturer/instructor with respect to these concerns has yielded.
5. He/ She should be prepared to make him/herself available to sit on the Departmental Staff/Student Liaison Committee, should such a request/ appointment be made.
6. The course representative shall also be responsible for informing the students of the dates for online course and lecturer evaluation.

PART VII

APPENDICES

-  **ACADEMIC CALENDAR**
-  **FREQUENTLY ASKED QUESTIONS**
-  **HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)**
-  **IGDS UNDERGRADUATE COURSEWORK ACCOUNTABILITY STATEMENT**
-  **EMERGENCY NUMBERS**

APPENDIX I: ACADEMIC CALENDAR

Academic Year 2014/2015

Semester I

| | |
|--|-----------------------------|
| Semester begins | August 24, 2014 |
| IGDS Orientation | August 25, 2014 |
| Teaching begins | September 1, 2014 |
| Tutorials begin | September 15, 2014 |
| UWI Graduation Days | October 31-November 1, 2014 |
| Mid-semester Exams | March 3 – 14, 2014 |
| Jamaica's Public Holiday: | |
|  Heroes Day | October 20, 2014 |
| Coursework assignments & grades returned to students | November 21, 2014 |
| Teaching ends | November 28, 2014 |
| Final examinations | December 3 – 19, 2014 |
| Semester ends | December 19, 2014 |

Semester II

| | |
|---|-----------------------|
| Semester begins | January 18, 2015 |
| Teaching begins | January 19, 2015 |
| UWI Research Days | February 7 -8, 2015 |
| Jamaica's Public Holidays: | |
|  Ash Wednesday | March 5, 2015 |
|  Good Friday | April 18, 2015 |
|  Easter Monday | April 21, 2015 |
| Teaching ends | April 17, 2015 |
| Semester Break | April 19— 23, 2015 |
| Final examinations | April 27—May 15, 2015 |

Note: The dates outlined are superseded by those contained in the official printed or online version of the 2014-2015 Academic Diary.

APPENDIX II: FREQUENTLY ASKED QUESTIONS

Q: What can I do with a Gender and Development degree?

A: Graduates with a BSc. in Gender and Development can pursue employment as Gender Policy Advisors or Gender Analyst in various institutions and sectors. See career opportunities listed in Part II of this Handbook or check with the office.

Q: How do I know which courses to choose for my Major?

A: See programme of study requirements outlined in Part IV of this Handbook or check with the office.

Q: How many courses am I allowed to take for the academic year?

A: See Regulations 8 in Part III of this Handbook.

Q: Am I eligible for exemptions based on subjects passed in CAPE?

A: A request has to be made to and approved by other departments.

Q: What is the difference between an elective and a free elective?

A: **Electives** refer to courses designated to be part of your degree programme and may be listed in the Institute's Handbook or brochure while **free electives** are courses which are optional in the degree programme concerned and may be selected from any department or faculty.

Q: What is the difference between exemptions with and without credit?

A: **Exemption with credit** refers to cases where a student is granted exemption from UWI courses because the student has already passed courses in other programmes at the UWI or passed courses of similar content at other recognized institutions. Students are NOT required to take replacement courses.

Exemption without credit refers to cases where a student is granted exemption from UWI courses because s/he has already passed equivalent courses/subjects at other recognized institutions or from other examination bodies. Students granted exemptions without credit are required to take replacement courses.

Q: I am a part-time student yet some of my classes are held in the day, why is this?

A: Part-time in the UWI refers to a student's work load per semester and does not mean evening studies. Though the Institute tries to schedule

classes as late as possible, courses may be scheduled for any time of the day. Students registered part-time must be prepared to attend classes between 8am and 5pm.

Q: If the same course is required by both my Major and Minor, what should I do?

A: You will NOT normally be credited for the same course twice. Please seek guidance from the Institute or department in which the course is being offered with regards to replacement course(s).

Q: Do I have to take the foundation courses in my first year?

A: No. However, it is strongly recommended that students complete Part I of their programme before proceeding to Part II.

Q: I would like to do an extra course this semester, how do I know if I am eligible?

A: A full-time student may be allowed three (3) additional credits for a total of thirty-three (33) credits if he/she has a degree GPA ≥ 3.6 after three (3) semesters or if they have not failed a course in their final year.

Q: How do I request leave of absence?

A: Applications for leave must be made through the Automated Student Request Module (ASRM) via <http://asrs/stud/>.

Q: Is there a deadline for making a Leave of Absence application?

A: Applications for leave of absence must be made no later than the third week of the relevant semester.

Q: Where do I receive approval for over-rides for courses in red with the following components: Prerequisite, Test Score Error?

A: At the department in which the particular course (s) is/are offered.

Q: How do I go about making changes to my courses after registration has closed?

A: Students wishing to make changes to their records after the registration period has ended should visit the Institute for instructions.

Q: How do I request a change of status from part-time to full-time?

A: Students who wish to change their enrolment status should first go to the —Request a Change of Major or Enrolment Status link at the Student Administrative Systems (SAS) Registration Menu which can be accessed at <http://www.mona.uwi.edu>. **Such requests MUST be made at the beginning of the academic year.**

Q: Can I do a double major in another Faculty?

A: Cross Faculty double majors are permitted within the Faculties of Humanities and Education and Social Sciences but not in all areas. Students are encouraged to check with the respective Faculty on this matter. Double Majors may also extend beyond the regular scheduled time for a degree.

Q: If I pursue 15 credits in any discipline area would I automatically be awarded a minor in that area?

A: No. Awards can only be granted for minors that have been formally declared as a minor by the specified Faculty.

Q: When do I declare my minor?

A: Students should declare their minor(s) at the commencement of the third year for full-time students or at the beginning of the final two semesters for part-time students.

Q: How do I transfer to another Faculty?

A: All students wishing to transfer to another faculty must complete the transfer form available at the Admissions Section in the Registry by March 31st.

Q: I missed an exam. What should I do?

A: If you missed an examination for medical reasons, you should submit a signed medical certificate within seven days to the Examination Section of the Registry. You may be permitted to sit the exam at the next available sitting. (Refer to Examination Regulations, Section II). If you were absent from an examination for reasons other than medical, you would be required to register again for the course, if said course is compulsory. Departments may however advise students on other available options (eg. Exams Only).

Q: Where can I apply for a go-through or a remark for a course I have failed?

A: A request for a go-through or remark should be made through the Examinations Sections.

Q: How do I apply to do a course as 'Exam only'?

A: Students are entitled to register for 'exam only' only with the permission of the Head once the student has registered, attended classes and has completed all course work.

Q: There is a ‘warning’ status on my on-line student record. What does this mean?

A.: A warning status reflects poor academic performance (i.e. the receipt of a term GPA of 0.75 or less). This should be taken seriously and the student should seek counsel from his/her academic advisor. If such poor performance is maintained by a student for the following semester, the student will be asked to withdraw from the UWI.

Q: I was asked to withdraw as a result of unsatisfactory performance, how soon will I be allowed to resume my studies?

A: No sooner than one (1) year after the date of withdrawal.

Appendix III: How to Calculate Your Grade Point Average (GPA)

Grade Point Average (GPA) is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit and courses for which the designation I (incomplete) or IP (in-progress) is awarded under Regulation 11.

Students may use the table below as a guide to calculating their GPA. Outlined below is an example of the calculation of a student's GPA having completed Semester 1 of his/her programme of study.

| Course | Grade Received | Quality Points | (Times) | Quality Hours | (Equal) | Grade Point |
|--|----------------|----------------|---------|---------------|---------|-------------|
| GEND1201 | A+ | 4.30 | x | 3 | = | 12.9 |
| GEND1103 | F | 0.00 | x | 3 | = | 0 |
| FOUN1101 | P | - | - | - | - | - |
| SOCH1002 | B- | 2.70 | x | 3 | = | 7.1 |
| SOCH1005 | FE | 1.30 | x | 3 | = | 3.0 |
| Semester GPA = 1.92 [Total Grade Point (23) ÷ Quality Hours (12)] | | | | | | |

Definition of Common GPA-Related Terms:

Credit Hours: the numerical credit value assigned to a course. The credit values for courses as well as for projects, laboratory sessions, foreign language classes or other contact hours as approved by the Board of Undergraduate Studies.

Credit Hours Earned: the credits for each course that counts toward the degree requirement and for which a passing grade is obtained.

Quality Hours: the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.

Quality Points: the numerical value assigned to the relevant letter grade earned.

Grade Points: are determined by multiplying the quality hours by the quality points for a course.

APPENDIX IV: IGDS UNDERGRADUATE COURSEWORK ACCOUNTABILITY STATEMENT

To be attached by students registered for undergraduate courses in the Institute for Gender and Development Studies, to the front of any document submitted as a component of course work save that when coursework consists of an invigilated examination no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically.

I hereby certify that I am the author of the attached item of coursework or the section thereof for which I am responsible, herein after referred to as this paper, and that all materials from reference sources have been properly acknowledged.

I certify that I have read the relevant Institute regulation contained in the UWI Mona Institute for Gender and Development Studies Undergraduate Handbook (Regulation 12) and the documents to which the regulation refers:

In particular, the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Diplomas and Certificates (78-85 in the case of the 2006-2007 Examination Regulations).

I understand what plagiarism is and what penalties may be imposed on students found guilty of plagiarism.

I certify that this paper contains no plagiarised material. In particular:

All quotations taken from other works have been referenced to the source from which I obtained them and clearly indicated in this paper by the use of quotation marks or indented paragraphs;

All paraphrases and summaries of material taken from other works have been clearly indicated by appropriate framing and/or referencing;

Where material is drawn from other works I have avoided the use of cosmetic paraphrasing thereby ensuring that I have presented paraphrases and summaries that represent substantial representation of material from the sources or alternatively I have used direct quotations;

I have included in the bibliography all works from which I have taken ideas inclusive of, where appropriate, separate lists of works that have been cited and works that have been consulted;

I certify that this is my own work and that I did not receive any unfair assistance from others (including unauthorized collaboration) in its preparation.

I certify that this paper has not previously been submitted either in its entirety or in part within the UWI system or to any other educational institution or if it has I have made an additional declaration below.

In the case of group work, I certify that the work that is the responsibility of each member of the group has been clearly indicated and that where no such indication has been given, I take responsibility for the work as if it were the section of the paper for which I were solely responsible and that I have not collaborated with any member of the group to breach the University's regulation.

Name _____ Signature _____

Date _____

Additional accountability statement where work has been previously submitted

I have set out in an attached statement the details regarding the circumstances under which this paper or parts thereof has been previously submitted.

I have received written permission from my Supervisor/Lecturer/Instructor regarding the submission of this paper and I have attached a copy of that written permission to this statement.

I hereby declare that the submission of this paper is in keeping with the permission granted.

Name _____ Signature _____

Date _____

APPENDIX VIII: EMERGENCY CONTACT INFORMATION

UWI SECURITY AND MEDICAL EMERGENCY NUMBERS

Telephone: Campus Security 784-8111 | 935-8748-9
Mona Police Post 927-2292 | 935-8331
Health Centre 927-2520 | 970-0017
University Hospital 927-1620-9
Counselling Services 970-1992 | 927-2520
UWI Switchboard 927-1660-9 0

Non-UWI Emergency Numbers:
Ambulance 100
Fire 110
Police 119
Hurricane Update 116